DOCUMENT RESUME

ED 144 647 JC 770 458

TITLE	Clark Technical College Adjunct Faculty Handbook.
INSTITUTION	Clark Technical Coll., Springfield, Ohio.
PUB DATE	[77]
NOTE	46p.; Some pages may reproduce poorly due to print quality of original document
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	Administrative Organization; Administrative Policy; College Teachers; Communication Problems; Guidelines; Junior Colleges; *Manuals; *Part Time Teachers; Resource Guides; Student Teacher Relationship; *Teacher Administrator Relationship; *Teacher Responsibility; Teacher Role; Teaching Guides; *Technical Institutes
IDENTIFIERS	*Clark Technical College OH

ABSTRACT

This manual was designed to provide a communications link between Clark Technical College (Ohio) and its part-time faculty. It is distributed to all part-time teachers as a method of providing them with information on institutional policy, student relations, and college rules and regulations. It includes information on (1) the college (its philosophy, purposes, and administrative organization), (2) operations (college operating hours, parking facilities/regulations, academic programs offered, and location of administrative offices); (3) faculty/student relations (classroom procedures, attendance policy, grade reporting, academic advisement, referring students for tutoring or discipline, class roster procedures, student refund policy, student financial aid, veterans affairs, student withdrawal procedures, and disputed grades), (4) academic policy (institutional grading policy, credit/no credit policy, testing procedures/final exams, proficiency exams, and graduation requirements), and (5) general information (faculty services available, duplicating services, mail distribution, room changes, class breaks, faculty absence, emergency school closing, fire drill/tornado procedures, emergency health procedures, and adjunct faculty load policy and pay scale). Sample forms and a grade book for recording class grades and attendance are appended. (DC)

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CLARK TECHNICAL COLLEGE

ADJUNCT FACULTY HANDBOOK

JC 770 458

ADJUNCT FACULTY HANDBOOK

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FOREWARD

This adjunct faculty handbook is being written to provide a communicative link between adjunct faculty and the institution. In it you will find information dealing with the most important areas of your job here at Clark Technical College. In addition, the handbook serves as your record book for class attendance and grading. It should serve as the initial source to which a new faculty member turns as they work their way through the complexities of an expanding and dynamic institution. If this handbook doesn't contain the specific information you need, please check with your department chairperson, the director of continuing education, or the Dean's office.

The handbook is intended to provide you with information on institutional policy, student relations and college rules and regulations. In the event of a language conflict between this handbook and official board policy, the wording of the latter document shall apply. Every attempt will be made to update the handbook as institutional policy and/or college regulations change.

Suggestions for format, additions, deletions, or other modifications are encouraged. Address any suggestions to Dean Albert A. Salerno, Rhodes Hall, Room 210.

THE COLLEGE

COLLEGE PHILOSOPHY

It is the philosophy of Clark Technical College that education is the direction and guidance of a student toward his or her maximum physical, psychological, intellectual, and moral potential as an individual. Educating those individuals with an expressed interest in technical education to the extent of their ability, obligates the school to develop a continuum of education.

More specifically as regards Technical Education, we believe the following:

That technicians are persons who have knowledge and competencies to support the work of professionals; as such they are para-professionals. We seek to provide the student to qualify for employment as a technician in clearly defined clusters of current (and predictable) semi-professional work situations. We seek also to equip the student with the desire and ability to continue, once employed, to comprehend and adapt to technological changes in order that persons might have the potential for advancing themselves as well as maintaining themselves in their work.

That individuals should be aided in growth to greater personal responsibility and reward through their work and leisure. Ours, in an Associate Degree Technical Educational Program, is still a task of promoting the growth of individual human beings.

That the twentieth century demands a higher level of sophistication of new worlds of work and pleasure.

Advances in the professions through specialization have broadened the gap between accepted theory and the common practice of the work-a-day world. Technical Education, as we perceive it, seeks to bridge that gap by helping the student see the relationship between theory and practice.

While assisting the student in learning the "how" of doing things, we must also help them to a realization of the "why" these things are beirg accomplished as they are. Human beings are creative, evaluating, and judging beings. A person has the opportunity of becoming a better technician by improving his or her skills as a worker and enhancing them as a person. Consequently, general education is not only essential but basically must be an integral part of our program. Therefore, there can be no adequate technical education which is not liberal, and no liberal education which is not technical.

PURPOSES AND OBJECTIVES

As students with greater diversity of background and needs have enrolled. Clark Technical College has progressively refined its task. The purpose of the College is:

1) to offer relevant technical programs reflecting the changes in society and in the economy. Course offerings are expanded or discontinued; new ones are initiated as the needs of individuals and the occupational requirements of business, industry, and the institutions of this community warrant.

2) to educate its students for employment in clearly defined clusters of semi-professional work situations. The College also encourages its students to keep abreast of technological changes after employment for optimum performance and for job advancement.

3) to foster student awareness of the cultural, political, economic, and social aspects of modern life.

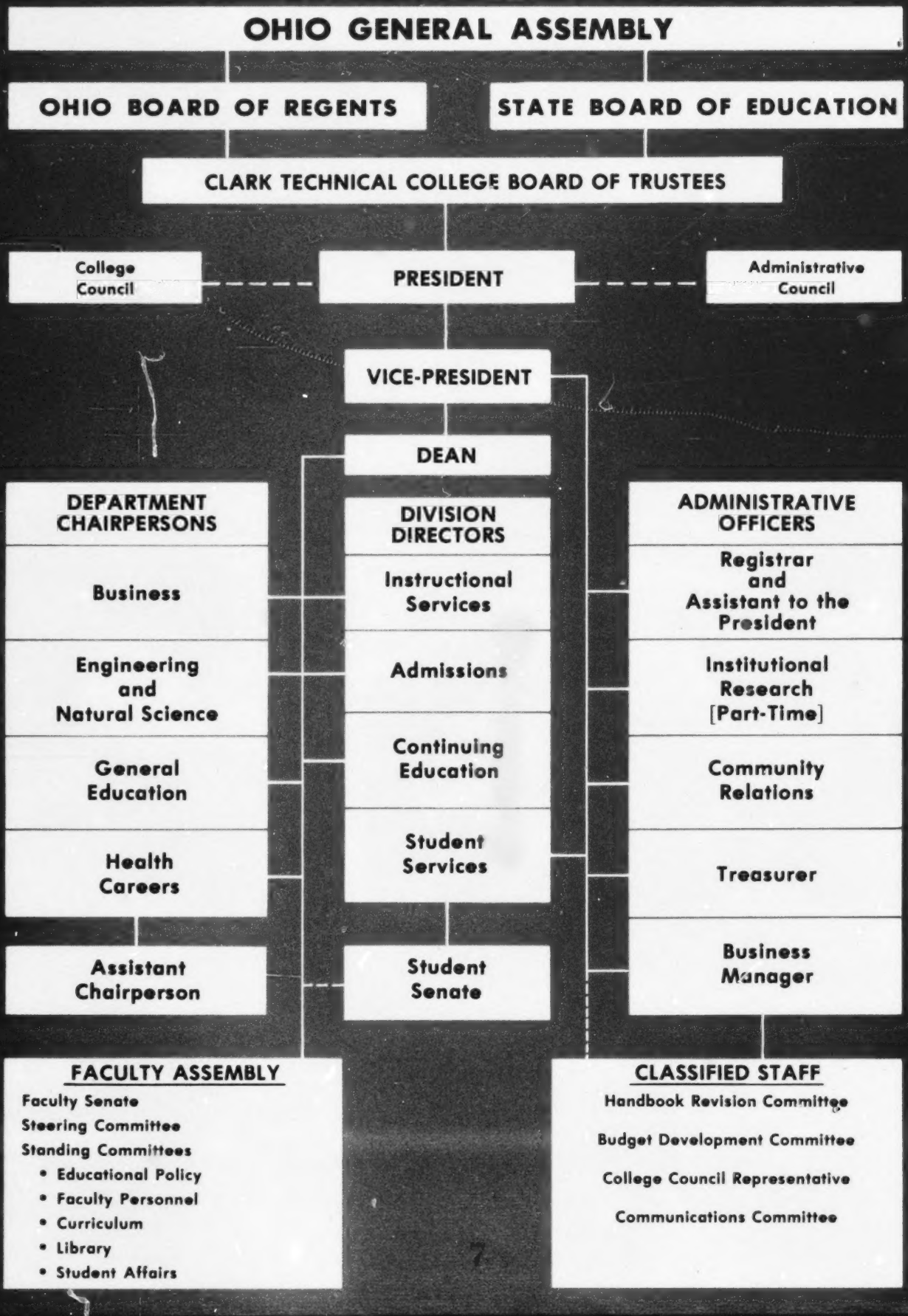
4) to provide guidance for those with academic and occupational concerns.

5) to provide programs of continuing education for those wishing to further their education without obtaining an Associate Degree. Programs are being explored and developed to meet the increasing diversity and number of requests for "life-long learning."

6) to provide services to the community by making the College's facilities available for meetings, seminars, discussions, and recreation. College personnel serve as resource persons and participate in many civic enterprises.

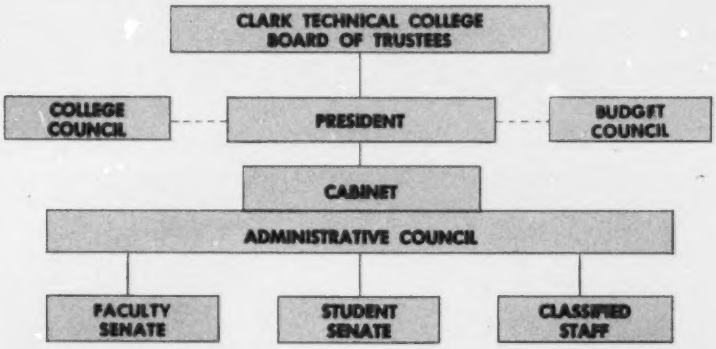
The college offers programs of instruction developed to meet personnel needs in business, agriculture, industry, and health occupations. The objective of each program is to educate technicians in the application of logic, imagination, and intelligence in support of the professional workers. While being oriented primarily with the application and understanding of established knowledge and methods needed for entry employment, the programs are also conceived to provide the allied background education needed for career development as a technician or for continued formal education. The degree of achievement is that generally expected of college students. Programs of study lead to an Associate Degree in Applied Business or an Associate Degree in Applied Science.

CLARK TECHNICAL COLLEGE - ORGANIZATIONAL STRUCTURE



Clark Technical College 77-78

COMMUNICATION STRUCTURES



BOARD OF TRUSTEES ..... Seven trustees meet monthly except August. Six meetings provide informal dialogue sessions. Three of the informal sessions are directed to special personnel concerns.

September..Faculty Concerns	January..Student Concerns
November..Staff Concerns	April..Unstructured
December..Unstructured	June..Unstructured

CABINET ..... President, Vice-President, Dean, Director of Institutional Studies, Registrar and Assistant to the President, Business Manager, and Treasurer. (7) Meets on call of the president.

ADMINISTRATIVE COUNCIL ..... Cabinet Officers plus Department Chairpersons, Directors, Assistant Chairpersons-Directors, the Data Processing Manager, and the Community Relations Officer. (18) Meets regularly in October, November, January, March and May...and upon call of the president.

BUDGET COUNCIL ..... Cabinet Officers plus the Speaker of the Faculty and an elected representative of the Classified Staff. (9) Meets on call of the president usually for a series of meetings in December and April.

COLLEGE COUNCIL ..... Cabinet Officers plus Officers of the Board of Trustees, Faculty, Student Senate, Alumni Association, and elected representatives (2) of the Classified Staff. (25) Meets in December and April.

FACULTY SENATE ..... The Faculty Senate is composed of two representatives per department plus three members elected at large. The Steering Committee is composed of the Leader (Dean), Speaker, Assistant Speaker, Secretary, Treasurer, and Chairpersons of the Standing Committees.

CLASSIFIED STAFF ..... The Handbook Revision Committee is composed of six elected members representative of secretaries, custodians, data processing personnel and auxiliary services personnel. Elected representatives are members of the Budget Development Committee (1) and the College Council (2). The Communications Committee, representative of secretaries and custodians, polls its constituency on questions in point.

STUDENT SENATE ..... Representative of all Departments, the Student Senate has five elected officers...President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. All are members of the College Council. The Student Senate has standing comittees for Activities and Athletics, and is represented on the Faculty Educational Policy, Curriculum, Library, and Student Affairs Committees.

OPERATIONS

COLLEGE OPERATING HOURS

Use of Campus Facilities - Campus facilities normally will be open to students as follows:

Monday through Thursday	7:00 a.m. - 10:00 p.m.
Friday	7:00 a.m. - 5:00 p.m.
Saturday	8:00 a.m. - 12:00 noon

Hours may be adjusted for special events.
*Note that North Campus Drive (John Street) closes at 6:00 p.m.

Administrative Office Hours - Administrative offices are generally open:

Monday through Friday	8:00 a.m. - 5:00 p.m.

For extended conferences, students should arrange for an appointment; otherwise, students may discuss problems or situations on a walk-in basis.

Continuing Education Office Hours - The Continuing Education Office will be open:

Monday through Thursday	8:00 a.m. - 8:30 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	8:00 a.m. - 12:00 noon

Faculty Office Hours

Faculty are available for individual student conferences. Appointments are arranged individually by each faculty member. Office hours are also posted for each member. Faculty schedules are generally posted in faculty cubicles. Students in the evening program should be advised of this if they wish to communicate with full-service day instructors.

Library Hours

Monday through Thursday	7:30 a.m. - 9:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.

Bookstore Hours

Monday through Thursday	10:00 a.m. - 1:00 p.m. and 2:00 p.m. - 4:30 p.m.
Monday Evening	6:30 p.m. - 7:30 p.m.
Thursday Evening	6:30 p.m. - 7:30 p.m.
Friday	10:00 a.m. - 2:00 p.m.

The college bookstore, located on the lower level of Rhodes Hall, stocks required books and supplies for all courses offered at the college. After registration, students are expected to purchase their required books and materials. Students should take printed schedules to the bookstore and select the proper books and materials. Books are arranged according to course number. As you enter the bookstore:

To your left:	03000 Accounting through
	14000 Behavioral Science
On the west wall:	15000 Biology through
	25000 Court Reporting
On the north wall:	27000 Data Processing through
	40000 Horticulture
First island shelves:	44000 Law Enforcement through
	51000 Nursing
Second island shelves:	51000 Nursing through
	63000 Science
Third island shelves:	66000 Secretarial Science

Do not write in your book until after the first class session. If the class schedule is changed or class cancelled, the bookstore will give a full refund on textbooks within ten days of purchase provided the books are unmarked, in new condition, and are accompanied by your sales slip. The bookstore is operated by the college as a convenience for registered paid students of Clark Technical College. It is not a public bookstore. Instructors are reminded that students should not be required to purchase textbooks which will not be utilized in classes. Each of us has an obligation to keep student's cost to a minimum.

PARKING FACILITY/REGULATIONS

Parking Facilities - Parking areas are marked for your convenience...reserved, visitor, faculty, student parking. All members of the college community should observe all traffic regulations. Bumper decals for all cars parked on campus may be obtained annually from the student services office, 234 Rhodes. Fines will be assessed for those cars not displaying the proper bumper decal or violating motor vehicle regulations. Parking violations are paid upon receipt at the student services office, 234 Rhodes. First Violation - $1.00; Second Violation - $3.00; and Third or more violations - $5.00. All moving violations such as speeding and stop signs: First Violation - $5.00; Second - $10.00; and Third or more - $15.00. The ignoring of two consecutive parking citations will be followed by a written warning to the offender that his or her car will be towed away upon commission of a third offense unless the preceding citations are resolved. Cars towed away as a result of a third infraction shall be towed only by a professional wrecker service upon authorization by the Director of Student Services. The Director of Student Services shall inform the Dean of the action taken noting the date, time, make of car, license number, and name of the offender, and location of the towed-away car.

Faculty Parking - Evening faculty are asked to use the faculty lot adjacent to Rhodes Hall. This lot is the only "faculty reserved" parking area after 6:00 p.m. In the day hours, adjunct faculty may use any of the several faculty lots (see campus map) on campus.

ACADEMIC PROGRAMS AND CODES

Associate Degree Programs

Business Technologies

- Accounting
- Business Management
- Commercial Art
- Computer Programming[1]
- Court/Conference Reporting[3]
- Executive Secretarial
- Medical Secretarial

1 = High School Algebra required

3 = Typing required

Engineering/Natural Science Technologies

Agri-Business
Automotive Service Management[2]
Civil/Construction Engineering[2]
Concrete
Drafting and Design[2]
Electrical Engineering[2]
Landscaping, Gardening, Turf
Manufacturing Technology[2]
Mechanical Engineering[2]
Power Equipment Farm/Industrial

General Education

Child Care/Management
Social Services

Health Technologies

Medical Laboratory[2,4]
Nursing, R.N.[1,4]

Public Service Technology

Law Enforcement

Requirement Codes - High school graduation or equivalency required in all programs.

1 = High school algebra required
2 = Two units of college preparatory math required
3 = Typing required
4 = Chemistry required

Some course deficiencies may be made up in pre-technical courses at Clark Technical College. These courses are offered at no charge to students properly enrolled in the college.

Certificate Programs

Licensed Practical Nursing - High School graduation required.

CETA Programs

Draftsman: Mechanical
Geriatric Nurse Aide

Special Programs

Adult Reentry (Rusty Nails)
Displaced Homemaker (Pending 1-1-78)

Program Codes - The following program codes are used on student records such as grade reports, schedule requests, add/drop cards, change cards, surveys, etc. In general, a student moves from first to second year status when he has completed one-half of the required courses listed in the catalog.

Business Technologies (Department Code 2) Example: 1A 2 = 1st year Accounting
2A 2 = 2nd year Accounting

A - Accounting
BM - Business Management
CA - Commercial Art
CP - Computer Programming
CR - Court/Conference Reporting
ES - Executive Secretarial
MS - Medical Secretarial

Program Codes - continued

Engineering/Natural Science Technologies (Department Code 4-Engr. 5-Agr.)
Example: 1AM4 = 1st year Automotive Service Mgmt.
2AM4 = 2nd year Automotive Service Mgmt.

AM - Automotive Service Management
CE - Civil/Construction Engineering
CN - Concrete
DD - Drafting & Design
EE - Electrical Engineering
M - Manufacturing
ME - Mechanical Engineering
AB - Agri-Business
AE - Agricultural Farm/Industrial Equipment
TL - Landscaping, Gardening, Turf

General Education (Department Code 0)

HC - Child Care/Management
HS - Social Services

Health Technologies (Department Code 3)

ML - Medical Laboratory
RN - Nursing, R.N.
PN - Licensed Practical Nursing

Public Service (Department Code 6)

LE - Law Enforcement

Miscellaneous

C - Continuing Education
ND - Non-Degree
CC - Cross Registration
TR - Transient Student
NC - Non-Degree Court Reporting
NR - Non-Degree Registered Nursing
NP - Non-Degree Practical Nursing
NM - Non-Degree Medical Laboratory
No Department Code - Non-Matriculant

ACADEMIC ADMINISTRATIVE OFFICES

Dr. S. R. Richman, Vice President	Library	8-5 M-F
Dean Albert A. Salerno	Rhodes	8-5 M-F
Richard A. Starr, Director Continuing Education/Evening Classes	Rhodes	8-5 M-F 6-8:30 p.m. M W R
Dr. L. Monnin, General Education	Rhodes	8-5 M-F
J. Thomas Fourman, Business	Rhodes	8-5 M-F
A. E. Hartman, Engr./Natural Science	ASC	8-5 M-F
Constance Murphy, Health Careers	ASC	8-5 M-F
J. Michael Fogarty, Admissions	Rhodes	8-5 M-F
Thomas McCuistion, Instruct. Services	Library	8-5 M-F
Robert Cherry, Director Student Services	Rhodes	8-5 M-F
Phillip Weiss, Student Serv/Evening Classes	Rhodes	6-8:30 p.m. M-R
Margaret Riley, Registrar	Library	8-5 M-F

All adjunct faculty are assigned to an academic department upon employment at Clark Technical College. Your department chairperson/ director should be your first line of communication on any problem. The continuing education office and student services office are open four nights a week until 8:30 p.m. for the convenience of students and faculty. Please refer requests for A.V. equipment etc. to those offices.

FACULTY/STUDENT RELATIONS

CLASSROOM PROCEDURES AND ATTENDANCE

Classroom Procedures - It is expected that a healthy atmosphere, conducive to the learning process, will be maintained at all times in classroom and laboratories. The faculty-student relationship should be one of mutual respect and acceptance of the rights and privileges of each individual.

At the beginning of each quarter, faculty members are expected to use an early class period to orient the student to the course objectives and the expected classroom routine. Student regulations concerning class attendance, testing, grading, and make-up plicy should be spelled out in detail during the first class meeting. Instructors should attempt to be specific concerning the educational objectives of the course as students have a right to understand what will be expected of them and the instructor.

Class Attendance - The curricula of all technologies at Clark Technical College have defined academic and technical skill performance levels. Providing the learning environment is the responsibility of the Clark Technical College instructional staff. Achievement of the performance levels is the responsibility of the student.

Steady and gradual progress toward achievement of academic goals is best accomplished through regular class participation. Therefore, students are urged to attend all class and laboratory sessions. Absence for illness or emergency reasons should be reported to the class instructor for proper makeup credit.

When a student is specifically reported in writing by a department chairperson to the registrar's office as being absent from class to such an extent it precludes satisfactory progress toward completion of an associate degree, upon authorization of the Dean, the registrar's office may notify and drop the student from the course with a grade of F.

GRADE REPORTING

Student grades are reported to the Registrar's office each quarter on data processing cards provided for this purpose. Adjunct faculty will receive grade reporting cards approximately ten days in advance of their due date. Please check your file in the Dean's office or your departmental office for the pre-printed reporting cards. Grades are reported once each quarter (after finals)...the exception is the fall quarter when a mid-term grade is used to alert a student to the quality of work being accomplished...it is not on official grade of the college.

ACADEMIC ADVISEMENT

The faculty of Clark Technical College has an abiding concern for the welfare of all students enrolled at the college. Faculty are joined in an academic advising system to advise students with the making of occupational, academic and vocational decisions.

Upon acceptance each student will be referred to the department chairperson in his respective career area. The department chairperson shall assign a faculty member, whenever possible, preferably within the student's chosen academic field, to the student as his faculty adviser. Students should schedule an appointment soon after having been assigned an adviser to become acquainted with procedures and the adviser's office schedule.

The academic adviser is the key person in the registration process for enrolled students. As soon as a quarter class schedule is published, students should schedule a meeting with their respective academic adviser. The faculty adviser maintains a file on each of his assigned students and registers them for each academic quarter.

Evening school students, not assigned a specific academic adviser, are assigned to the Department of Continuing Education. The continuing Education Department will have personnel available for academic and personal counseling Monday through Thursday evenings from 6:00 p.m. to 8:30 p.m. in room 214 of Rhodes Hall. Registration for currently enrolled students in the evening school should be taken care of by the Department of Continuing Education Office or evening student services personnel.

Adjunct faculty should acquaint themselves with the bulletins on student registration each quarter. Your attention is directed to the regulations concerning registration of full-time students and less than full time students...during most quarters, registration periods will vary for these students.

REFERRAL PROCEDURES

Academic Reasons

When a student demonstrates evidence of need for assistance in his courses, faculty should provide the Developmental Education Office with a written notice recommending assistance. The Developmental Education Office will then institute proceedings to set up a program of remedial or tutorial instruction.

Tutoring Services - A centralized tutoring service is available to all enrolled students of the college. Students wishing to avail themselves of the service may do so by contacting the Development Education Coordinator in the LRC Media Center. Student tutors are assigned from the Developmental Education Office and work sessions are generally held in the media center.

Students should be aware that the instructor is the primary source of information in his course. However, after consultation, if a decision is reached to provdie a tutor, the student can be assigned one. Students are generally tutored for two hours per week for one subject. However, permission may be

Tutoring Services - continued

granted for additional subjects or additional hours.

Each student participating in the program will be expected to approach each tutorial session with the objective of gaining as much academically from each session as is possible. The student should prepare to discuss the course work with the tutor, ask pertinent questions, etc. The tutor will not do "homework" for the student, but will assist in every way to help him understand the subject.

Students eligible to serve as tutors are students who have either made the Dean's List or have been recommended by their department chairperson. The college provides this service free to enrolled students. Student progress is evaluated every two weeks by the student tutor and the Developmental Education Coordinator. Students are apprised of the evaluation at the same time.

Disciplinary Reasons

When a student's attitude or conduct is deemed detrimental both to his own best interests and those of the college, a written referral should be made to the office of the Dean. In most instances, a personal conference can resolve the problem.

In all cases, the student will be clearly informed as to his rights. Where circumstances warrant, the student will be reminded of the following documents:

1. The "Joint Statement on the Rights and Freedoms of Students."
2. The Law and Order Regulations of the college as adopted by the Board of Trustees on March 18, 1969.
3. House Bill 1219 regulating campus disorders.

The student if charged becomes subject to the Student-Faculty Judicial System of the college. Every effort must be made to guarantee the student his rights of due process including a written notice of the charges against him, the right to a hearing with opportunity to face accusers, and the right to appeal decisions of the hearing body.

CLASS LIST PROCEDURES

Faculty members receive class lists approximately three days after the start of an academic quarter. This is a tentative roster to use in determining whether students attending class have legimately registered for that specific section of the class and have paid fees. Adjunct faculty should:

1. Read the instructions accompanying the class list.

2. Add students to the list who present you with a green "fee paid" card. (You shouldn't admit students, not on the original list, without a paid fee card.)

3. Keep one copy of the list for your records and return the other to your departmental office as per the requested schedule.

A sampling of the purposes these rosters serve is listed below:

1. Final grade cards are printed from them.

2. Departmental analysis of course overloading is drawn from them.

3. They serve to inform you of unpaid or unregistered students.

A workable system for verifying the roster is as follows:

1. Use them to call the roll.

2. Request a student who is not on the roster to go to the Treasurer's office to obtain a green "Permit to Enter" class card.

3. Enter on the class list those student's names who are not on the roster, but who have provided you with permit to enter class cards.

4. Write the words "No Show" beside the names of students who have not shown for class.

5. Sign the updated role and return it to your departmental office per instructions.

STUDENT REFUND POLICY

Refunds of instructional, general, and laboratory fees will be made according to the following schedule. All drops or withdrawals must be in writing and are effective on the date received by the registrar's office.

REFUND OF STUDENT FEES SCHEDULE: FALL, WINTER, SPRING QUARTERS

Date of Withdrawal	Refund
By 4:00 p.m. the first day of the quarter	100%
By 4:00 p.m. of the second Friday of the quarter	75%
By 4:00 p.m. of third Friday of the quarter	50%
By 4:00 p.m. of fourth Friday of the quarter	25%
After the fourth week of class	NONE

REFUND OF SUMMER FEE SCHEDULE: SUMMER TERM A

Date of Withdrawal	Refund
By 4:00 p.m. on first day of term	100%
By 4:00 p.m. of fifth calendar day of term	75%
By 4:00 p.m. on tenth calendar day of term	50%
After tenth calendar day of term	NONE

REFUND OF SUMMER FEE SCHEDULE: SUMMER TERM B

Date of Withdrawal	Refund
By 4:00 p.m. on first day of term	100%
By 4:00 p.m. on fifth calendar day of term	75%
By 4:00 p.m. on tenth calendar day of term	50%
After tenth calendar day of term	NONE

REFUND OF SUMMER FEE SCHEDULE: SUMMER TERM C

Date of Withdrawal	Refund
By 4:00 p.m. the first day of quarter	100%
By 4:00 p.m. of second Friday of the quarter	75%
By 4:00 p.m. of third Friday of the quarter	50%
By 4:00 p.m. of fourth Friday of the quarter	25%
After the fourth week of classes	NONE

There will be no refunds of Health and Accident Insurance premiums, but coverage will remain in effect until the expiration of the student contract.

STUDENT FINANCIAL AID

Student financial aid at the Clark Technical College is granted primarily on the basis of need and to a limited extent on ability. Students who have been accepted for admission may obtain application forms from the student services office. An application for admission or the Parents' Confidential Statement does not constitute an application for financial aid.

In general, the deadline for completion of applications for financial aid for the full academic year is August 1; for winter and spring quarter, December 1; for spring quarter, March 1. Returning students must reapply for financial aid for their second year.

The student services office has applications for Ohio Instructional Grants and Basic Educational Opportunity Grants and will assist those students who wish to complete these applications.

Financial aid from Federal funds representing Supplemental Education Opportunity Grants, College Work Study Grants, Nursing Grants, and Law Enforcement Education Program Grants is available through the student services office. Students applying for these grants must complete the College Scholarship Student Financial Statement.

The Clark Technical College Scholarship Foundation gives aid to students in the form of grants and loans. Information on all financial aid matters is available from the student services office. Please note the office hours of that department "college hours" for information to students seeking financial aid help.

VETERANS AFFAIRS

Those students applying for veterans administration benefits must file both copies of their Certificate of Eligibility in the registrar's office. The veterans administration does not issue checks until these have been verified by the registrar's office and returned to the veterans administration.

A veterans counselor (from the Veterans Administration) is available on campus each Wednesday 8-4 in the student services office. In addition, the student services office has a veterans counselor available during the week. Questions concerning benefits, payments, regulations, etc. should be directed to that office.

STUDENT WITHDRAWAL PROCEDURES

A student is officially withdrawn from a course when the drop/add card has been processed by the Registrar's office. Students wishing to withdraw from a course should utilize the following procedure:

1. Student discusses reasons for the withdrawal with the respective adjunct faculty member.

Student Withdrawal Procedures - continued

2. Adjunct faculty member fills out (drop/add card...supplied by either a departmental office or the evening college office) and processes with the respective department.

3. Courses dropped during the first fourteen days of a quarter shall not be counted as work attempted.

4. A withdrawal from a course after the seventh week will be recorded as an F unless the faculty member requests otherwise and provides justification.

5. Veterans should discuss withdrawals with the V.A. officer on campus prior to officially withdrawing...under new rules a withdrawal counts as no course taken and could mean payback of benefits.

Complete withdrawals from the college should be encouraged to provide the Student Services office with an exit interview. Remember that students withdrawing from the third to the seventh week will receive a W as a grade. Your records should be reflected on your final grade cards according to withdrawal dates.

DISPUTED GRADES

At present the college has no formal procedure dealing specifically with a disputed grade. Students should attempt to work out problems with faculty member prior to appealing to a department chairperson or to the dean's office. Adjunct faculty have an obligation to meet with students concerning disputed grades and to provide rationale for the awarding of a particular grade.

ACADEMIC POLICY

INSTITUTIONAL GRADING POLICY

The college uses the following grading system:

Grade	Explanation	Grade Points Per Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor (lowest passing grade)	1
F	Failure	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrew before Midterm	
I	Incomplete	
CR	Credit	
NC	No Credit (no progress)	0

Institutional Grading Policy - continued

No numerical equivalents have been established for the letter grade. The grade S is given only for internship courses, pre-technical studies, and exceptions for cause cleared by the Departmental Chairperson through the Dean's office. The grade I is given when the student has not completed all requirements of the course for reasons acceptable to the instructor. In the case of pre-technical courses the I grade shall denote that the student has made progress, but should be reassigned to another developmental education section for the succeeding quarter. If a student wishes to have a usual achievement grade (A, B, C, etc.) reported, an incomplete must be removed by mid-term of the next regular academic quarter after that in which it was incurred. The I grade will have no effect on the student's cumulative point average. Exceptions to this regulation may be made only with the Dean's approval.

CREDIT-NO CREDIT POLICY

Students at the Clark Technical College may choose to register for courses under the Credit/No credit Grading Plan according to the following provisions:

1. A student may petition Student Services for permisison to take one course each quarter to a maximum of six courses, on a credit CR, non-credit NC, basis. The Student Services office shall set a promulgated deadline for petitions prior to the start of any quarter.

2. No more than two of these may be selected from general offerings, two from basic offerings and two from technical offerings.

3. The student makes the choice at the time of pre-registration. He cannot change from CR/NC to the regular grading system or from the regular grading system to CR/NC after the quarter has begun.

4. The instructor shall not be notified of the student's choice of the grading system.

5. At the end of a quarter, a grade of C or better will be converted to CR on the student's transcript; D or lower to NC.

6. A credit CR, no-credit NC grade will not be included when computing the cumulative average.

A student will not be required to take any CR/NC courses. Pertinent dates for CR/NC registration are published in the yearly operational calendar.

TESTING PROCEDURES/FINAL EXAMS

Testing Procedures - Instructors are expected to give tests and quizzes. These should be viewed as a part of the student's educational experience. As such, they should be presented in a variety of styles requiring the student to draw on his ability to organize data, compare, make distinctions, and arrive at warrantable conclusions.

Final Examinations - Final examinations are to be given according to the schedule prepared by the Dean. The examinations should cover the work of the entire course and should be sufficiently comprehensive to challenge the student's efforts during the entire time period assigned.

PROFICIENCY EXAMINATIONS

A student who considers himself/herself qualified by previous course work or life experience may elect to request a proficiency examination in a particular course. To qualify, a student must present satisfactory evidence to the department chairperson of the academic department responsible for the course.

Once permission is granted by the department chairperson, the student proceeds to the bursar's office to pay the institutional fee for the administration of a proficiency examination. The student must then present evidence of payment at the proper department office and formally register to take the examination. Upon completion of this process, the examination will be scheduled.

In addition to the invidiual departmental regulations governing proficiency examinations, the following regulations are in effect:

1. A proficiency examination may not be retaken for a period of one calendar year in the case of a student having failed a proficiency.

2. A student may not request a proficiency examination for any course in which the student has received an F for three years after receipt of the F.

3. Students requesting proficiency examinations in a particular course must show evidence of completion of all prerequisites to the course.

4. Proficiency test periods shall be those published in official academic calendar of the Dean's office.

5. All other regulations governing proficiency examinations are at the discretion of and published by the respective academic departments... students should request additional requirements from individual departments.

GRADUATION REQUIREMENTS

To qualify for an associate degree, a student must pass all required courses plus the required credits in general education and must have a cumulative average of 2.0. Students in the registered nursing program must have a cumulative average of 2.0 and must have a C as a minimum grade in all of the courses taken in the 51000 series; medical laboratory students must have a cumulative average of 2.0 and must have a C as a minimum grade in all of the courses taken in the 49000 series.

Graduation Requirements - continued

To qualify for a certificate in practical nursing the student must have a C as a minimum grade in all Nursing Skills Courses and in 51010 and must have a cumulative average of 2.0 in other required courses.

Students receiving a degree from Clark Technical College must demonstrate competency in the technical education courses as prescribed by the respective department. Normally transfer students are expected to satisfactorily complete at least 30 credit hours in these courses as resident students.

The exceptions to the above residency policy are for those graduates of the Springfield and Clark County Technical Education Program and students enrolled through the Servicemen's Opportunity College. Graduates of the SCCTEP must earn an additional twelve quarter hours in General Education and six quarter hours in their field of concentration. Those credit hours must be earned at the College, or may be transfer or proficiency credits which have been approved by the appropriate CTC department chairperson.

Students with a cumulative 2.0 average who need no more than two courses which will be offered during the summer quarter, to complete degree requirements, may petition the dean to take part in the June graduation ceremonies. Blank diplomas will be issued. Regular diplomas will be marked for those who complete requirements during the summer.

The College reserves the right to modify its graduation and other requirements as may seem necessary from time to time. It will be obligated only during the academic year of the student's registration by requirements published in the catalog for that year.

Students who interrupt their attendance and who later return must meet the curricular requirements in force at the time of their return.

All financial obligations to the college, i.e., library fines, tuition payments, laboratory fees, parking fines, must be cleared before a diploma will be issued by the college.

GENERAL INFORMATION

FACULTY SERVICES DAY/EVENING

Adjunct faculty are essentially provided with the same services as full-service teaching faculty. Daytime faculty should check with their respective departmental office for any needed service...evening faculty should make requests for specific services at the office of the evening college director, Rhodes 214. The following are examples of the most frequently needed services:

1. Audio-visual equipment...please reserve several days in advance.
2. Film rental...catalogs available in Library Resource Center.
3. Personal copies of textbooks, workbooks, etc...generally handled by the department chairperson.
4. A student needs to register...a student needs to be counseled... a student needs V.A. or financial aid information...use aforementioned process points as a beginning.
5. Filling out and filing time cards for hourly faculty.
6. Return of signed contract for course or courses being taught.

DUPLICATING/MAIL DISTRIBUTION

Duplication of educational materials or examinations should be accomplished in the following manner:

Daytime (8-5)

Materials for duplication or typing should be turned into your departmental secretary. You should try to allow an advance notice of at least 2 days, i.e., Thursday's work turned in Monday evening etc. She will make a determination of the method of reproduction...please let her know if you have a preference. You may pick up the material in your departmental office folder or in your folder in the Dean's office... you should communicate your preference to the departmental secretary.

Evening (6-10)

Materials for duplication or typing should be turned in to the evening receptionist (R-210). The materials should contain specific instructions as to numbers, etc. Please allow as much lead time as possible...certainly no less than three days. Materials will be placed in your folder (Dean's office) for pickup.

There are xeroxing services available in the evening in the college library. However, faculty are cautioned about utilization because of the new copyright laws (guidelines are available from the Instructional Services Department).

Duplicating/Mail Distribution - continued

Campus mail addressed to you will be placed in your folder as soon as it arrives. You should send messages to on-campus offices via inter-office mail. Place your message in a interoffice envelope (available in department offices or evening office) and leave at pickup station.

ROOM CHANGES/CLASS BREAKS

Room Changes - As in most other colleges, our instructional facilities are by an ever-increasing number of students. Every effort has been made to assign each course to an appropriate room. If, however, a classroom is not adequate for the needs of a class, contact the Dean's office, ext. 31. First priority is given to changes based on overcrowded rooms and inadequate support facilities with last priorities given to changes based on instructor convenience or class convenience.

NOTE: Even though a larger classroom next door is empty at the same hour as the hour your class meets, please don't switch rooms without obtaining the proper approval. Many other events, meetings, make-up classes, non-credit courses, etc. are scheduled into unassigned classrooms. If the master schedule of class assignments is not accurate, two events may be scheduled into the same room at the same time. This results in inconvenience to all concerned.

Class Breaks - Classes must meet for 50 minutes out of each hour scheduled. Faculty are expected to meet all class meetings as defined in the master scheduled. Classes should not be cancelled except with the permission of the Dean's office or his designated representative.

Students on class breaks should be directed to the commuter center in Rhodes or one of the lounge areas in either of the other classroom buildings. There should be no smoking or eating/drinking in any classroom. Faculty are responsible for monitoring this college regulation in their respective areas.

FACULTY ABSENCE

Faculty members are expected to hold classes at times and places listed in the recitation schedule. Requested changes must be cleared through the department office and reported to the Dean.

Faculty members who are unable to meet assignments due to illness or other unavoidable reason should inform their Department Chairman or the evening office director as soon as possible.

Whenever it is necessary for a faculty member to be away from campus for any reason, appropriate arrangements should be made for the missed classes and an absence form should be prepared and filed with the Dean's office.

EMERGENCY SCHOOL CLOSING PROCEDURES

Emergency Disaster Plan - The following are statements of who does what, when, and where, in response to contingencies which may confront an area as a result of natural or man-made disaster. The purpose of the actions so planned is to minimize the loss of life and property. More specifically, this is intended to ensure that the best use possible is made of existing resources.

The business manager shall have the responsibility of recommending disaster plan procedures. The following persons shall be designated for the emergency preparedness committee:

Rhodes Hall:	Project Officer -	A.A. Salerno
	Alternate -	R. Cherry
	Alternate -	R. A. Starr
Shull Hall:	Project Officer -	P. W. Dutenhaver
	Alternate -	E. C. Welch
	Alternate -	E. D. Dean
LRC:	Project Officer -	G. W. Howell
	Alternate -	R. M. Graham
	Alternate -	T. M. McCuistion
Applied Science Center:	Project Officer -	G. Hartman
	Alternate -	C. Murphy
	Alternate -	R. Davidson

The disaster plan policy shall be reviewed annually at the beginning of the academic year with all employees. (Dean for faculty and business manager for staff.)

The business manager shall have the responsibility for supervising the following:

a. Maintenance of a battery-powered radio and battery powered megaphone for emergency communications.
b. Semi-annual inspection, and recharging as required, of all fire extinguishers.
c. Semi-annual inspection of the battery-operated emergency lighting system.
d. Quarterly replenishment of all first-aid kits.
e. Maintenance of evacuation routes signs in all rooms.

The treasurer shall be responsible for securing cash and valuables before leaving the business office.

Drills shall be conducted in accordance with the following individual plans: FIRE, SNOWSTORMS, ICE, TORNADO, CAMPUS DISORDER, BOMB THREAT, AND HEALTH EMERGENICES. The emergency preparedness committee shall meet quarterly on the initiative of the business manager to review and revise the disaster plan and to schedule drills.

Emergency School Closing Procedures - continued

Blizzards, Snow, and Ice - If during the day there is a severe weather warning of blizzard conditions or a heavy snow storm which would make driving extremely hazardous for the regular time for dismissal, the College may be closed and students and staff dismissed. The responsibility for announcing this decision shall rest with the President of the College, or in his absence with the Vice-President.

Notification of No School or Late Opening - If a severe blizzard or heavy snow storm or ice occurs during the night which makes driving extremely hazardous and such conditions are known by 7 a.m., a no school or late opening announcement will be made over radio stations WBLY and WIZE between 7 a.m. and 7:30 a.m. Responsibility for announcing this decision shall rest with the President of the College or in his absence, the Vice-President. Evening college class announcements will be made by 2:00 p.m. over the same radio stations.

FIRE DRILL/TORNADO PROCEDURES

Fire - The fire alarm signal shall be given by sounding the firm alarm bell in the proper building. Project officers or alternates shall sound the alarm for drills.

Delegation of Duties upon Sounding the Alarm:

a. Supervision - The project officer or alternate shall supervise clearing each building and upon notification by the business manager, shall give the signal to return in the case of a fire drill.

b. Evacuation - All personnel shall proceed single file from the building. Lines will move quietly, quickly, and in an orderly manner to the exit previously assigned. All personnel shall move at least 100 feet from the building and not block driveways.

c. Notification of Neighboring Room Personnel - Faculty or staff in rooms adjacent to a restroom or other room not under supervision shall inform persons in these rooms of the alarm.

d. Closing of Windows - Each faculty or staff person shall close all windows in their room and the last faculty or staff person to leave a room shall turn out the lights and close the door.

e. Books, Coats, Other Belongings - Staff and students shall be instructed to leave all materials at their seats and not to get clothing or other belongings. No one will be allowed to return to the building once it has been vacated--until authorized to return.

f. Routes, Exits - The occupants of each room will exit from the building according to the evacuation plan posted in the room. If the exit is blocked, the alternate route posted in the room shall be used.

g. Frequency of Drills - At least one drill shall be held quarterly, preferably at the beginning of each academic quarter.

Fire Drill/Tornado Procedures - continued

h. Fire Extinguishers - Fire extinguishers are placed in strategic locations as recommended by the fire chief.

i. Handicapped Students - At the beginning of a class, the faculty member shall select one or more persons to assist handicapped persons from the building as required.

j. In-Service Training - All personnel shall know where alarm trip and fire extinguisher nearest their work station is located. This training shall be incorporated into in-service programs for all employees.

Tornado - Upon notification by the Civil Defense Office, the Weather Bureau, or news media that a tornado watch exists, the building project officer, or alternate will take a position suitable to observe the weather. If a tornado is sighted or a tornado warning is received from the above sources, the project officer or alternates in each building shall be notified. The signal that a tornado has been sighted will be the ringing of the class period bell for five-second bursts (two second pause between bursts) for one minute, by the project officer or alternate in each building. A verbal all-clear signal will be given. Persons outside the buildings will be warned by the project officer or alternate to proceed to shelter as quickly as possible.

Instructions and Procedures -

a. Notification of Neighboring Rooms
Faculty or staff in rooms adjacent to a restroom or other rooms not under supervision at all times shall notify personnel in such rooms to proceed to a shelter area.

b. Opening of Window and Doors - Faculty or staff in a room at the time of an alarm shall open windows as soon as possible to limit destruction. The last faculty or staff person to leave a room shall turn off the lights and secure the door open.

c. Books, Coats, and Other Belongings- Faculty, staff, and students shall leave all materials at their seats and not get clothing or belongings.

d. Shelter Lines - Lines will move quickly, quietly, and in an orderly manner to the following shelter areas:

Shull Hall - Hallway away from glass panels, lavatories
Rhodes Hall - 3-hallways, lavatories, 2-hallways, lavatories, 1-west end, lavatories
LRC - 207 & 209
Applied Science Center - Lecture Room, lavatories

Fire Drill/Tornado Procedures - continued

e. Faculty will select one or more students as appropriate at the beginning of each course to assist any handicapped student as required.

f. Emergency - If time does not permit going to the previously assigned shelter or safe area, personnel shall assemble in the hallways, away from windows and doors. On reaching the safest possible area, all persons will draw up their knees and rest their heads on their knees and clasp their hands over their necks or heads.

g. Tornado Drill - Tornado drills shall be held a minimum of one each during spring, summer, and fall quarters.

EMERGENCY HEALTH PROCEDURE

If a student or an employee becomes ill or is injured while on campus, please follow the following procedures:

1. An emergency kit is available in each building for very minor problems. The kit is maintained by the student health service.

2. Emergencies other than the band-aid level:

   a. If student/employee is unable to go to the health service office, notify the nurse on duty and request assistance. Dial 60, 8:30 a.m. to 3:00 p.m.

   b. Should an emergency arise when the nurse is not on duty the project officer should:

      1. Call Community Hospital Emergency Room for consultation (our contract with the staff physicians in that emergency room permits this.)

      2. Identify yourself as a member of Clark Technical College. Ask for recommendations or directions to follow.

   c. Transportation to Emergency Room
      1. Dial 9-911. Your requests for emergency assistance will be relayed to the Beatty Fire Station because we are in their district.

      2. If that Emergency Squad should be on an emergency run and the dispatcher cannot assist you, call Jones Funeral Home 324-4502. He has agreed to assist us BUT there will be a $15 charge to the student/employee requiring the emergency treatment.

HEALTH SERVICE -Rhodes Hall Room 120
Nurse on Duty - 8:30 a.m. to 3:00 p.m. Monday thru Friday
Physician on Duty - 10:00 a.m. to 12 noon Thursday

TEACHING LOAD

Adjunct faculty members are generally hired to teach a single course section of a credit course. However, circumstances may permit a department chairperson to recommend an adjunct faculty member for up to two credit courses in a given quarter. Adjunct faculty are contracted for the individual courses and are not subject to the institutional "Faculty Load Formula." These regulations do not pertain to faculty teaching non-credit continuing education offerings.

ADJUNCT FACULTY PAY SCALE/PROCEDURES

Faculty hired to teach less than full load may be placed in one of the following categories:

Adjunct Faculty With Annual Contract: Ranked faculty holding an annual contract to teach less than a full load for an entire school year. Compensation is proportionate to full-time salary.

Adjunct Faculty With A Quarter Contract: Ranked faculty employed to teach one or more credit courses for one quarter. Compensation is computed by the credit hour according to the above schedule.

Special Adjunct Faculty:

(1) Non-ranked adjunct faculty teaching credit or non-credit courses.

(2) Ranked faculty teaching non-credit courses.

Compensation for special adjunct faculty is $11.00 per contract hour.

Adjunct faculty must meet the regular full-service faculty rank criteria in order to become a ranked faculty member. The highest initial rank upon employment for adjunct faculty is that of instructor. Initial classification and ranking is handled by the academic dean.

Adjunct Faculty Pay Procedures: Clark Technical College pays all employees on a bi-weekly basis. Adjunct faculty are paid by the contact hour or by credit hour as determined by the Dean upon hire.

Contact Hour Adjunct Faculty:

1. Hours worked must be recorded on time cards.
2. Time cards must have dates, times, and signature of employee.
3. Time cards must be submitted to the Dean's office for recording and approval.
4. Time cards submitted to the Dean's office by Wednesday of non-pay week will be paid on the next pay date.
   (example: Paydate-Friday, September 23, 1977.
   All time cards submitted to Dean's office by Wednesday, September 14, will be paid.)
5. Payroll checks for all adjunct faculty will be mailed the Thursday afternoon of pay week. If adjunct faculty desire not to have their paycheck mailed, inform the Treasurer's office and paychecks may be picked up on Friday.

NO WAGE PAYMENT WILL BE MADE UNTIL A SIGNED CONTRACT IS RECEIVED BY THE COLLEGE.

Adjunct Faculty Pay Scale/Procedures - continued

Credit Hour Adjunct Faculty:

1. Contracts for credit hour adjunct faculty are normally issued for a particular quarter of the school year.

2. Payment is made by dividing the contract amount by the number of pay periods in the quarter for which the contract was issued.
   (example: Fall quarter contract....$875.00
   Pay periods in fall quarter...7
   Bi-weekly pay.....$125.00)

3. In cases where adjunct faculty are hired at the beginning of a quarter, and time does not allow for their inclusion on the first pay of a quarter, payment will be made on the next pay date and that pay will include the payment missed.
   (example: Pay date - Friday, September 23, 1977
   Faculty hired September 19, 1977
   Contract Amount $875.00
   Cut off date for Sept. 23 pay is Sept. 15.
   Faculty member will receive first pay on
   October 7, 1977 in the amount of $250.00)

4. Payroll checks for adjunct faculty will be mailed the Thursday afternoon of pay week. Any adjunct faculty desiring not to have their paycheck mailed should inform the Treasurer's office and paychecks may then be picked up on Friday.

NO WAGE PAYMENT WILL BE MADE UNTIL A SIGNED CONTRACT IS RECEIVED BY THE COLLEGE.

Withholding Forms: Withholding forms for both Federal and State income tax must be completed and filed with the Treasurer's office. These forms are available in the Dean's and Treasurer's office.

Until completed withholding forms are received, withholding for Federal and State taxes will be withheld as single and no dependents.

Adjunct faculty should be advised that Federal and State withholding under our bi-weekly pay system is usually small or non-existent for these employees and adjunct faculty members should consider requesting an additional amount of tax to be withheld.

Retirement: Adjunct faculty, who are currently contributing to or have an active account with the State Teachers Retirement System of Ohio, will have retirement deducted from their pay and a retirement form must be filed with the treasurer's office.

All other adjunct faculty will have no form of retirement deducted from their pay.

City Tax: An adjunct faculty member who is a resident of the City of Springfield will have Springfield city tax (2%) deducted from their pay.

TEXTBOOKS/COURSE OUTLINES

Textbooks and course outlines for individual courses are available from your respective department chairperson. Regular departmental faculty are also very good sources of information on course materials...they are most willing to share with adjunct faculty. Each department is required to keep course outlines on each course taught updated and available.

IMPORTANT FORMS

The following section of this manual provides visual examples of specific forms mentioned in this manual. Please peruse them to familiarize yourself with their utilization.

A. CTC Time Card
B. W-4 Employees Withholding Statement
C. Sample Class List
D. Student Evaluation of Faculty form
E. Change of program or address card
F. Schedule Request Form
G. Schedule Change CArd (Drop/Add Card)
H. State Teachers Retirement Form
I. Certificate of Absence Form

GRADEBOOK

The last part of this manual contains grade book pages for your use. We ask that all adjunct faculty use this manual for the recording of class grades and attendance. There is an ample supply available...you should be able to use this same book for four or more quarters.

EXHIBIT A - CTC Time Cards

CTC

NAME JOHN DOE WEEK ENDING 9/30/77

EMPLOYEE NO. _____ BUDGET CODE _____ RATE $11.00 TOTAL PAY $88.00

DAY OF WEEK	AM FROM	AM TO	PM FROM	PM TO	NAME OF COURSE, ACTIVITY, OR TYPE OF WORK	NO. HOURS	APPROVED BY
9/19	8	10	7	10	Intro to Bus.	5	
9/21			7	10	Accounting I	3	
					TOTAL HOURS	8	

John Doe
EMPLOYEE SIGNATURE

EXHIBIT B - Employees Withholding Statement

Form W-4 (Revised December 1975)

Employee's Withholding Allowance Certificate

The explanatory material below will help you determine your correct number of withholding allowances, and will assist you in completing the Form W–4 at the bottom of this page.

Avoid Overwithholding or Underwithholding

By claiming the proper number of withholding allowances you are entitled to, you can fit the amount of tax withheld from your wages to your tax liability. In addition to the allowances for personal exemptions to be claimed in items (a) through (g) below, be sure you claim any additional allowances you are entitled to in item (h) "Special withholding allowance," and item (i) "Allowance(s) for itemized deductions." While these allowances may be claimed on Form W–4 for withholding purposes, they are not to be claimed under "Exemptions" on your tax return Form 1040 or Form 1040A.

You may claim the special withholding allowance if you are single with only one employer, or married with only one employer and your spouse is not employed. If you have unusually large itemized deductions, you may claim the allowance(s) for itemized deductions to avoid having too much income tax withheld from your wages. On the other hand, if you and your spouse are both employed or you have more than one employer, you should take steps to assure that enough has been withheld. If you find that you need more withholding, claim fewer exemptions or ask for additional withholding. If you are currently claiming additional withholding allowances based on itemized deductions, check the table on the back to see that you are claiming the proper number of allowances.

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	
(b) Allowance for your spouse—enter 1	
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse's)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse *	
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W–4 below	

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W–4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W–4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ **Give the bottom part of this form to your employer; keep the upper part for your records and information** ▼

Cut along this line

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name: Joan Doe

Your social security number: 675 - 16 - 0931

Home address (Number and street or rural route): 570 E. Leffel,

Marital status: ☒ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code: Springfield

1 Total number of allowances you are claiming 0

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Joan Doe Date ▶ 9-12- , 1977

16—83587-1

The Following Information is Provided in Accordance with the Privacy Act of 1974

The Internal Revenue Code requires that every employee shall furnish his or her employer with a signed withholding exemption certificate relating to the number of withholding exemptions which the employee claims (section 3402(f)(2)(A) and the Regulations thereto). Individuals are required to provide their Social Security Number for proper identification and processing (section 6109 and the Regulations thereto).

The principal purpose for soliciting withholding exemption certificate information is to administer the Internal Revenue laws of the United States.

If an employee does not furnish a signed withholding exemption certificate, the employee is considered as claiming no withholding exemptions (section 3401(e)) and shall be treated as a single person (section 3402(l)).

The routine uses of the withholding exemption certificate information include disclosure to the Department of Justice for actual or potential criminal prosecution or civil litigation.

Table for Determining Number of Withholding Allowances Based on Itemized Deductions

Estimated salaries and wages	Number of additional withholding allowances for the amount of itemized deductions shown in the appropriate column (See Line 1 on other side)													
	0	1		2		3		4		5		6*	
Part I Single Employees														
	Under	At least	But less than	At least	But less than	At least	But less than	At least	But less than	At least	But less than	At least	But less than
Under $10,000	$2,200	$2,200–	$2,950	$2,950–	$3,700	$3,700–	$4,450	$4,450–	$5,200	$5,200–	$5,950	$5,950–	$6,700
10,000–15,000	2,500	2,500–	3,250	3,250–	4,000	4,000–	4,750	4,750–	5,500	5,500–	6,250	6,250–	7,000
15,000–25,000	2,800	2,800–	3,550	3,550–	4,300	4,300–	5,050	5,050–	5,800	5,800–	6,550	6,550–	7,300
25,000–30,000	3,200	3,200–	3,950	3,950–	4,700	4,700–	5,450	5,450–	6,200	6,200–	6,950	6,950–	7,700
30,000–35,000	4,000	4,000–	4,750	4,750–	5,500	5,500–	6,250	6,250–	7,000	7,000–	7,750	7,750–	8,500
35,000–40,000	5,000	5,000–	5,750	5,750–	6,500	6,500–	7,250	7,250–	8,000	8,000–	8,750	8,750–	9,500
40,000–45,000	6,500	6,500–	7,250	7,250–	8,000	8,000–	8,750	8,750–	9,500	9,500–	10,250	10,250–	11,000
45,000–50,000**	8,000	8,000–	8,750	8,750–	9,500	9,500–	10,250	10,250–	11,000	11,000–	11,750	11,750–	12,500
Part II Married Employees (When Spouse Is Not Employed)														
Under $15,000	2,900	2,900–	3,650	3,650–	4,400	4,400–	5,150	5,150–	5,900	5,900–	6,650	6,650–	7,400
15,000–35,000	3,400	3,400–	4,150	4,150–	4,900	4,900–	5,650	5,650–	6,400	6,400–	7,150	7,150–	7,900
35,000–40,000	3,700	3,700–	4,450	4,450–	5,200	5,200–	5,950	5,950–	6,700	6,700–	7,450	7,450–	8,200
40,000–45,000	4,300	4,300–	5,050	5,050–	5,800	5,800–	6,550	6,550–	7,300	7,300–	8,050	8,050–	8,800
45,000–50,000**	5,200	5,200–	5,950	5,950–	6,700	6,700–	7,450	7,450–	8,200	8,200–	8,950	8,950–	9,700
Part III Married Employees (When Both Spouses Are Employed), and other employees who are holding more than one job														
Under $10,000	3,200	3,200–	3,950	3,950–	4,700	4,700–	5,450	5,450–	6,200	6,200–	6,950	6,950–	7,700
10,000–12,000	3,700	3,700–	4,450	4,450–	5,200	5,200–	5,950	5,950–	6,700	6,700–	7,450	7,450–	8,200
12,000–15,000	4,200	4,200–	4,950	4,950–	5,700	5,700–	6,450	6,450–	7,200	7,200–	7,950	7,950–	8,700
15,000–20,000	5,000	5,000–	5,750	5,750–	6,500	6,500–	7,250	7,250–	8,000	8,000–	8,750	8,750–	9,500
20,000–25,000	5,600	5,600–	6,350	6,350–	7,100	7,100–	7,850	7,850–	8,600	8,600–	9,350	9,350–	10,100
25,000–30,000	6,200	6,200–	6,950	6,950–	7,700	7,700–	8,450	8,450–	9,200	9,200–	9,950	9,950–	10,700
30,000–35,000	7,100	7,100–	7,850	7,850–	8,600	8,600–	9,350	9,350–	10,100	10,100–	10,850	10,850–	11,600
35,000–40,000	7,900	7,900–	8,650	8,650–	9,400	9,400–	10,150	10,150–	10,900	10,900–	11,650	11,650–	12,400
40,000–45,000	8,900	8,900–	9,650	9,650–	10,400	10,400–	11,150	11,150–	11,900	11,900–	12,650	12,650–	13,400
45,000–50,000**	10,200	10,200–	10,950	10,950–	11,700	11,700–	12,450	12,450–	13,200	13,200–	13,950	13,950–	14,700

*7 or More Allowances: If your itemized deductions exceed the amount shown in Column 6 (above), you may claim 6 allowances plus one more for each $750 or fraction thereof of itemized deductions in excess of the amounts shown in Column 6 for your salary and wage bracket.

**When annual salary or wage exceeds $50,000, "0" column amounts may be determined as follows: for single employees (Part I)—22% of their annual salary; for married employees whose spouse is not employed (Part II)—15% of their annual salary; and for married employees when both spouses are employed and other employees who are holding more than one job (Part III)—24% of their combined annual salary. An additional withholding allowance may be claimed for each $750 or fraction thereof by which itemized deductions exceed the "0" column amount determined in this manner.

HOW TO USE THE TABLE

If you expect to itemize deductions for the current year, you may be entitled to claim additional withholding allowances (line 1) and thus avoid having too much tax withheld. Your employer will treat each such allowance as a withholding exemption. The amount of itemized deductions for the current year cannot exceed the amount of itemized deductions (or standard deduction) claimed on your return for the preceding year (or 2nd preceding year if you have not yet filed your return for the preceding year), plus additional determinable deductible amounts.

These additional allowances will remain in effect until you file a new W–4 with your employer. For detailed information on allowable itemized deductions, see Form 1040 instructions.

1. Find the line in the table that includes your estimated salary and wage amount and that shows your status as either a single employee (Part I), a married employee whose spouse is not employed (Part II), or a married employee whose spouse is also employed (Part III). Also, use Part III if you are an employee who is holding more than one job concurrently.

2. Read across that line until you find the column that includes the amount of your estimated itemized deductions.

3. Note the number of allowances shown at the top of the column. This is the maximum number of additional withholding allowances you may claim on line 1.

Married Couples.—If you and your spouse are both employed and file a joint return, determine your withholding allowances based on your combined wages and deductions. If you file a joint return and your spouse is not employed, use Part II. If you are filing a joint return and both are employed, use Part III to determine the total number of withholding allowances to which you are jointly entitled (you may allocate such withholding allowances between yourselves). However, if in your last filing you filed separate returns, and if you expect to file separately this year, each of you must make your determination on the basis of your own wages and deductions and determine the number of withholding allowances for each from Part III.

EXHIBIT C - Sample Class List

CTC 6/29/77 — O F F I C I A L C L A S S L I S T (PAID STUDENTS ONLY) — PAGE 1 SUMMER A/C 76-77

COURSE	SECT	DESCRIPTION	INSTRUCTOR	LAB/ LECT	HDG	ROOM	DAYS	TIME	CREDIT HOURS
03114	1	PRIN OF ACCT I	[redacted]		R	232	MTWR	10.10- 1.00	4.0

1-CROSS OFF EXTRA NAMES--FILL OUT DROP CARD
ADD STUDENTS WITH GREEN CARD TO CLASS LIS
TURN ALL CARDS IN WITH CLASS LIST
2-DISTRIBUTION-- COPIES 1&2-INSTRUCTOR
COPY 3-DEPARTMENT CHAIRPERSONS
COPY 4-REGISTRAR OFFICE (L-312)
3-RETURN COPY 2 BY- 6/30/77

NO	ST NO	STUDENT NAME	YR	PROG	*	NO	ST NO	STUDENT NAME	YR	PROG
1	09941-76	BLANCHARD LAVERNE	1	CP2	*	2	27452-77	FARLEY PAMELA K	1	A
3	30830-77	GERHARDT SANDRA F	1	MS2	*	4	34121-77	HAMILTON CHARLOTTE	1	CP
5	46830-76	JOHNSTON KENNETH J	1	CP2	*	6	53731-75	LUSTER BRENDA	2	MS2
7	59640-77	NACE DEBORAH K	1	ES2	*	8	71285-75	POLING TAMERA S	2	MS2
9	71400-76	PORTER GLENN P	1	AB	*	10	72487-75	PYLES S LOUISE	2	RN3
11	75760-76	ROSS DEBORAH L	1	CP2	*	12	75910-75	ROTH JACQUELINE V	1	ND
13	83200-77	TARLTON NANCY L	2	MS2	*	14	89771-76	VASILEFF SHARON M	2	ES2
15	90113-75	VEST PATRICIA R	2	ES2	*	16	92745-75	YOUNG MICHELLE WEBS	2	BK2

EXHIBIT D - Student Evaluation of Faculty Form

CLARK TECHNICAL COLLEGE — STUDENT REPORT OF INSTRUCTION

PRE-TECH MATH ALGEBRA INSTRUCTOR'S NAME _____

03/01/77 C7

INSTRUCTOR CODE

COURSE NO

SECTION NO

QUARTER

PROGRAM

INSTRUCTIONS:

MARK THE NUMBER WHICH BEST DESCRIBES YOUR RESPONSE TO EACH OF THE STATEMENTS BELOW FOR EXAMPLE MAY RANGE FROM STRONG AGREEMENT 1 TO THAT OF STRONG DISAGREEMENT 5. USE ORDINARY PENCIL. MAKE A DARK LINE THIS | 1 2 3 4 5

THIS QUESTIONNAIRE PROVIDES YOU AN OPPORTUNITY TO ANONYMOUSLY EXPRESS YOUR VIEWS OF THIS COURSE AND THE WAY IT WAS TAUGHT. THE PRIMARY PURPOSE OF THIS QUESTIONNAIRE IS TO GIVE YOUR INSTRUCTOR THE BENEFIT OF OPINIONS THAT YOU HAVE FORMED FROM YOUR PARTICIPATION IN THIS COURSE. IT IS IMPORTANT THAT YOU INDICATE YOUR BEST JUDGMENT BY CAREFULLY READING EACH ITEM AND MARKING IT AS FOLLOWS: SA STRONGLY AGREE A AGREE DA DISAGREE SD STRONGLY DISAGREE NA NOT APPLICABLE OR I KNOW

		SA	A	DA	SD	NA
1.	THE INSTRUCTOR GRADED ACCORDING TO ANNOUNCED PROCEDURES.	1	2	3	4	5
2.	THE INSTRUCTOR COMMUNICATED THE COURSE OBJECTIVES, WORK REQUIREMENTS AND DEADLINES.	1	2	3	4	5
3.	ASSIGNMENTS (COURSE WORK, PROBLEMS, CLINICAL WORK) WERE PERTINENT TO TOPICS PRESENTED IN CLASS.	1	2	3	4	5
4.	THE TEXTBOOK WAS COMPATIBLE WITH STATED COURSE OBJECTIVES.	1	2	3	4	5
5.	THE INSTRUCTOR SPOKE CLEARLY.	1	2	3	4	5
6.	THE INSTRUCTOR COMMUNICATES AT A LEVEL STUDENTS CAN UNDERSTAND.	1	2	3	4	5
7.	THE INSTRUCTOR PROVIDED A CLASSROOM ATMOSPHERE FOR STUDENTS TO EXPRESS THEIR OPINIONS AND WELCOMED DIFFERENCES OF OPINION.	1	2	3	4	5
8.	THE INSTRUCTOR WAS WILLING TO ASSIST STUDENTS OUTSIDE OF CLASS.	1	2	3	4	5
9.	THE INSTRUCTOR WAS PREPARED FOR EACH CLASS SESSION.	1	2	3	4	5
10.	THE INSTRUCTOR RETURNED TEST AND HOMEWORK ASSIGNMENTS IN ACCORDANCE WITH AN ANNOUNCED TIME FRAME.	1	2	3	4	5
11.	THE INSTRUCTOR TREATED ALL STUDENTS AS PERSONS OF WORTH REGARDLESS OF RACE, SEX, CREED, ETC.	1	2	3	4	5
12.	THE INSTRUCTOR APPEARED TO KNOW THE SUBJECT MATTER TAUGHT.	1	2	3	4	5
13.	THE INSTRUCTOR DIRECTED THE CLASS TOWARD THE OBJECTIVES OF THE COURSE.	1	2	3	4	5
14.	THE INSTRUCTOR TRIED TO AROUSE STUDENT INTEREST AND ENTHUSIASM IN THE COURSE.	1	2	3	4	5
15.	THE INSTRUCTOR USED EXAMINATIONS WHICH WERE IN ACCORD WITH COURSE OBJECTIVES AND LESSON ASSIGNMENTS.	1	2	3	4	5
16.		1	2	3	4	5
17.		1	2	3	4	5
18.		1	2	3	4	5
19.		1	2	3	4	5
20.		1	2	3	4	5
21.		1	2	3	4	5
22.		1	2	3	4	5
23.		1	2	3	4	5

EXHIBIT E - Change of Program or Address Card

To assure that a student receives all official correspondence from the college, he must inform the registrar's office by completing a change of address card.

16970-77	Whiz G.	F	
STUDENT NUMBER	STUDENT NAME (LAST FIRST)	QTR	DP USE ONLY

CHECK INFORMATION TO BE CHANGED	List Changes ONLY Below This Line	INITIATED BY
☐ NAME	From To	
☒ ADDRESS	To 146 8th Street, Springfield	AS
☐ PROGRAM	From To	
☐ CUM PT AV	HOURS EARNED / HOURS ATTEMPTED / GRADE POINTS / PROFICIENCY CREDITS / TRANSFER CREDITS	PROBATION
☐ RESIDENCY	FROM OUT OF STATE TO OHIO RESIDENCY	REGISTRAR ONLY SHADED AREAS
☐ GRADE	COURSE NO SECT COURSE NAME ___ QTR 7 YR WHICH WAS REPORTED AS ___ GRADE	
CLARK TECHNICAL COLLEGE	IS HEREBY REPORTED TO BE ___ GRADE INSTRUCTORS SIGNATURE DATE	
CHANGE CARD		
FORM 3350-18 7-76	REGISTRAR REGISTRAR DATE	

Requests for Change of Classification or Program - to complete an official change of classification or program the student must secure approval on the proper form at the registrar's office. Pick up necessary forms at registrar's or departmental offices.

16970-77	Whiz G.	F	
STUDENT NUMBER	STUDENT NAME (LAST FIRST)	QTR	DP USE ONLY

CHECK INFORMATION TO BE CHANGED	List Changes ONLY Below This Line	INITIATED BY
☐ NAME	From To	
☐ ADDRESS	To	
☒ PROGRAM	From Accounting To Exec. Sec	CH
☐ CUM PT AV	HOURS EARNED / HOURS ATTEMPTED / GRADE POINTS / PROFICIENCY CREDITS / TRANSFER CREDITS	PROBATION
☐ RESIDENCY	FROM OUT OF STATE TO OHIO RESIDENCY	REGISTRAR ONLY SHADED AREAS
☐ GRADE	COURSE NO SECT COURSE NAME ___ QTR 7 YR WHICH WAS REPORTED AS ___ GRADE	
CLARK TECHNICAL COLLEGE	IS HEREBY REPORTED TO BE ___ GRADE INSTRUCTORS SIGNATURE DATE	
CHANGE CARD		
FORM 3350-18 7-76	REGISTRAR REGISTRAR DATE	

EXHIBIT F

SCHEDULE REQUEST

☐ check here if a NEW ADDRESS is shown below. (then fill out a change card)

THIS SCHEDULE REQUEST FOR:

Student Number	NAME: (Last)	(First)	(Middle/Maiden)
14321-76	WHITE	G	
Street Address		County	
City, State		Zip Code	

QUARTER. (Circle one)
WINTER
SPRING
SUMMER 1st TERM
SUMMER 2nd TERM

Date 9-16-77
Program * BM
Telephone 466-3012

*☐ check here if you have shown a NEW PROGRAM. (then fill out a change card -- see catalogue for procedures)

1. On the left side of this form you are to list (in the area labeled PREFERRED COURSE(S)) the courses for which you want to register. Since some classes may be closed at the time of registration, you have the option of listing alternate courses and or sections for which you will be registered if your preference is closed. You may list alternates for any or all of the PREFERRED COURSES. Any combination of courses should not result in time conflicts-- *SCHEDULE CAREFULLY*. You will be registered for the classes indicated where possible; however your final schedule may not be exactly the same as that listed here. Listing of alternate courses will preclude the necessity of returning to your advisor if a class is closed. INDICATE ANY REPEAT COURSES

2. Give this schedule to your Department Chairman (or his representative) for his approval as soon as possible.

3. You will receive a detailed computer-printed schedule. Time span preference: _____

PREFERRED COURSE(S)										TIME	ALTERNATE CHOICE(S)							
COURSE NUMBER	SEC	COURSE NAME	Repeat Course Y/N	M	T	W	R	F	S		COURSE NUMBER	SEC	COURSE NAME	M	T	W	R	F	S
18110	2																		
03114	6																		

CLARK TECHNICAL COLLEGE

STUDENT SIGNATURE

ADVISOR'S APPROVAL

FORM No. 3450-04

WHITE - Data Processing Copy
CANARY - Department Chairperson Copy

EXHIBIT G - Schedule Change Card (Drop/Add card)

To change a schedule or to officially withdraw from a class after registration, student must complete a form provided by the Evening Office/or Department Chairpersons. Students may officially withdraw from any class with a W before mid-term. An official withdrawal during the first fourteen days of the quarter shall not be counted as work attempted, nor shall any notation of this enrollment be reflected on the student's transcript. Students desiring to officially withdraw from any class after the xeventh week of class must consult their instructor. A course dropped after the seventh week of classes will be recorded as F unless satisfactory justification is given by the instructor.

1439076	Whiz Gina	F	9-30	☐
STUDENT NO	STUDENT NAME Last first	QUARTER	DATE	FOR OFFICE USE ONLY

	COURSE NO	SEC	TIME	DESCRIPTION	Advisor Approval
ADD	18110	6			AS

	COURSE NO	SEC	TIME	DESCRIPTION	Advisor Approval
DROP	03114	1			AS

CLARK TECHNICAL COLLEGE

☒ BILL ADJUSTMENT ☐ WITHDRAW ☐ ADDITIONAL FEE ☐ REFUND ☐ REFUND OF FINANCIAL AID

INSTRUCTIONAL _____
GENERAL _____
LAB _____
OTHER _____
TOTAL _____

~~STUDENT SERVICES~~ Registrar DATE

FORM 3450-02 REV. 4/72

EXHIBIT H

STATE TEACHERS RETIREMENT SYSTEM OF OHIO
275 E. BROAD STREET COLUMBUS 43215

INFORMATION FOR COMPLETING MEMBERSHIP RECORD

Dear New Member:

We are pleased to welcome you as a member of the State Teachers Retirement System of Ohio. Your Retirement System, while intended primarily to provide monthly benefits upon retirement, also affords many other benefits. Pamphlets describing these are available from our office. We encourage your questions and urge that you become familiar with your rights and privileges.

James L. Sublett, Executive Director
The State Teachers Retirement System of Ohio
275 East Broad Street, Columbus, Ohio 43215

I. THIS FORM IS TO BE COMPLETED BY:

A. All teachers or faculty members beginning their first regular employment in the puplic schools or universities of Ohio

OR

B. Teachers or faculty members who have contributed to this System prior to this year but terminated service and withdrew their accounts.

II. DESIGNATION OF BENEFICIARIES

Upon becoming a member of this System, the beneficiary of your account is automatically provided under the Statutory Succession. If the Statutory Succession of Beneficiaries does not meet the requirements of your situation you may choose to designate beneficiaries by name using a separate form available from the Retirement System Office.

If you do not designate beneficiaries after becoming a member of this System, the automatic Statutory Succession of Beneficiaries at time of your death will be:

1. A spouse.
2. If no spouse, then survivor benefits to all dependent children if total benefits payable to such children exceed the amount of the account subject to refund.
3. If not the above, all children share equally in the cash refund.
4. If none of the above, the older parent.
5. If none of the above, the estate.

Designation of Statutory Succession is desirable in nearly all instances. If you feel your situation is an unusual one consult the Retirement System about beneficiary designation.

COMPLETE AND RETURN MEMBERSHIP FORM TO YOUR EMPLOYER

Last Name _____ First _____ Middle _____ Maiden Name if Married Woman _____

MAILING ADDRESS

Street Address, Box or Route No _____ Post Office _____ State _____ Zip Code _____

RECORD OF PREVIOUS OHIO TEACHING SERVICE:

School year in which last employed in Ohio: 19____ - 19____

Employer: _____
School District County

Did you withdraw your account from this System after your last service prior to this year? . . . . . _____
Yes or No

If so, what was your last name at the time you withdrew?

_____

Any other last name(s) since your first employment as a teacher in Ohio?

_____

RECORD OF OTHER PUBLIC SERVICE

If you have ever been employed in OHIO by the State: a city, county, or township; a public library; or a board of education, BEFORE THIS SCHOOL YEAR, give information below.

EMPLOYED BY POSITION COUNTY DATES

_____ 19____-19____

If you have ever been a member, or are now a member of any other Ohio retirement system, give name of system _____

If you are now receiving a benefit from any other Ohio retirement system, give name of system _____

If you have had teaching service in public or state-supported schools or other public service IN OTHER STATES or in TERRITORIES OF THE UNITED STATES, the DISTRICT OF COLUMBIA, or FEDERAL, CIVILIAN or MILITARY SERVICE, give number of years ..... _____ years

_____
Type of Service State

BIRTH _____ MALE _____

PLACE OF BIRTH

Town or City _____

County _____ State _____

Married _____
Divorced _____
Widow _____
Widower _____

Social Security Number _____

FAMILY DATA	Birth Date			Children	Birth Date	
First Name Middle Wife's Maiden Name	Month	Day	Year	Name	Month	Year
Spouse						
Mother						
Father						

STATEMENT OF CERTIFICATION

EMPLOYED BY _____
School District or University Building County

FIRST DAY ON PAYROLL _____ 19____
Month Day

I certify that the statements on this record are true and accurate to the best of my knowledge and belief.

Member Signature _____ Date _____ 19____

To be signed by the Superintendent of Schools, Principal, Clerk-Treasurer, Payroll Officer or Personnel Officer

I certify that I believe the statements made herein are true and accurate, as disclosed by the records of this office, and that the Social Security Number is correct as entered.

Certifying Official _____

Title _____ Date _____ 19____

MEMBERSHIP RECORD

THE STATE TEACHERS RETIREMENT SYSTEM OF OHIO

275 E. Broad Street Columbus 43215

EXHIBIT I

CLARK TECHNICAL COLLEGE

CERTIFICATE OF ABSENCE

NOTE: The statement of absence due to illness and information on medical attention is required by Section 3319.141 of the Revised Code of Ohio. Falsification of a statement is grounds for suspension or termination of employment under Section 3319.16 of the Revised Code.

****

I,_____certify that I was absent from my assigned duties
(Employee's Name)
at the Clark Technical College on the following day(s)_____
for the following reason(s):

_____

_____

_____

_____

(Signed)_____

****

If absence was due to illness requiring medical attention, list the following:

Physician's Name_____

Address_____

Telephone Number_____ Date(s) of Consultation_____

****

The above absence is:

☐ not acceptable and a pay adjustment should be made

☐ acceptable and recorded in the personnel records as:

☐ Sick Leave ☐ Bereavement

☐ Professional Leave ☐ Emergency

☐ Family Illness

FORM NO: 1800-06, 9/73

_____
(Dean)

DATE

NAME

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UNIVERSITY OF CALIF.
LOS ANGELES
NOV 1 1 1977
CLEARINGHOUSE FOR
JUNIOR COLLEGES

GRADE BOOK